

RESTRICTED

19 November 1946

## QUESTIONS ON COPY PREPARERS CONTRACT

1. COMPOSITION - HEADS AND CAPTIONS: Does this include only having the printer set these or does it include pasting them into the layout?
  2. UNJUSTIFIED PAGE - IBM AND VARITYPE: Is any adjustment made for partial pages? How about  $\frac{1}{2}$  text  $\frac{1}{4}$  blank;  $\frac{1}{4}$  text  $\frac{3}{4}$  blank;  $\frac{1}{8}$  text  $\frac{7}{8}$  blank or figures; 6 lines of text, remainder blank or figures?
  3. LAYOUT - UNJUSTIFIED PAGE: Does this mean full proofing, first copy or a casual glance over by electromatic operator while copy is on machine? Does layout charge include pasting up layout or is pasting charged for as "art work"? Is cost of dummy sheet and laying out of blue limit lines on dummy sheet included in layout charge or is this charged for at extra rate as "art work."
  4. JUSTIFIED PAGE - IBM AND VARITYPE: Same questions as for unjustified page concerning charges for partial pages. Should rate for justified page be charged for pages consisting solely of tabular matter?
  5. PROOFING AND LAYOUT - JUSTIFIED PAGE: Same queries as for unjustified page.
  6. ART WORK: How much of layout is art work and how much is properly included in layout charge? Why should there be charge for art work on every page of some studies? Why should art work come out to one hour per page for some studies?
  7. TABULAR MATTER: Why should this be charged for by the square inch and as justified page as well? Setting up of table implies justification and there is no work involved other than setting up of table.
  8. FOREIGN LANGUAGE (DOUBLE RATE): How much foreign language is required to allow using double rate on unjustified page, proofing and layout of unjustified page, justified page, and proofing and layout of justified page? This means charge of \$ 22.50 per page instead of \$ 11.25 per page, or \$ 11.25 additional for the foreign language. (On Page XII-19 of 40-1, for example, this charge is made for a total of 93 words, all place names, some of which are the same in English as in the foreign language and none of which have accents or foreign characters. (Rate is more than twelve cents per foreign word.)
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9. AUTHORS' CHANGES: What provision, if any, is made for charging for authors' changes?
  10. MISCELLANEOUS ITEMS: How are odds and ends like imprint for inside back chapter cover to be charged for?

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